



OSSE LEA LOOK-FORWARD: June 6, 2013—June 13, 2013 Key Events, Announcements, Updates and Deadlines

Facilitated Resolution is now being offered for all Special Education Due Process Complaints

Introduction

A Facilitated Resolution Meeting is a new offering by the Office of the State Superintendent of Education (OSSE) that provides an opportunity for parents and schools to resolve due process complaint issues with a Settlement Agreement, prior to a due process hearing. Facilitated resolution meetings are a rapidly growing resource designed to assist schools and parents who may be experiencing difficulties in resolving special education disputes. As of June 3, 2013, the OSSE began offering the opportunity for facilitated resolution whenever a due process complaint is filed. The OSSE Student Hearing Office will be managing this process.

Under IDEA regulation 34 C.F.R. § 300.510, within 15 calendar days of receiving notice of the parent's due process complaint (7 days if expedited), and prior to the initiation of a due process hearing, a school must convene a meeting with the parent and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in the due process complaint. For more information on Facilitated Resolution Meetings, please click [here](#). For questions or concerns, please contact [Jan Chatman-Holland](#), Deputy Director of the Student Hearing Office at 202-481-3458, or [Angel Terry](#), FRM Coordinator, at 202-698-3819.

OSSE 2013-2014 Professional Development Planning Survey

In order to ensure that OSSE continues to meet the District's professional development needs in the 2013-2014 school year, OSSE's Divisions of Early Learning, Elementary and Secondary Education, Specialized Education, and Data Management have created a joint professional development needs assessment.

We are seeking feedback on the professional development needs of all educators, staff, and administrators in the District of Columbia's LEAs and CBOs. This survey allows participants to tell OSSE about their greatest needs in the areas of professional development and training. Please take a moment to fill out this survey, knowing your input will be greatly valued as OSSE plans for another year of professional development.

Additionally, please forward this survey link to other educators, staff and administrators at your LEA, as their input is very much a part of shaping a robust and effective professional development system in DC. Please submit responses no later than **June 28, 2013**. The survey can be found [here](#).



Division of Elementary & Secondary Education

Community Schools Incentive Initiative Grants-Request for Application

OSSE is soliciting applications for the Community Schools Incentive Initiative. Applications are due on Wednesday, July 3, 2013. The purpose of this initiative is to establish community schools. A community school is a public and private community partnership to coordinate educational, developmental, family, health, and after-school-care programs during school and non-school hours for students, families, and local communities at a public school or public charter school with the objectives of improving academic achievement, reducing absenteeism, building stronger relationships between students, parents, and communities, and improving the skills, capacity, and well-being of the surrounding community residents. Click [here](#) or contact [Nancy Brenowitz Katz](#) for the Request for Application.

Truancy and Absenteeism Prevention Series

OSSE is pleased to announce the Truancy and Absenteeism Prevention Series. The series will provide technical assistance sessions to parents, LEAs, and private schools on attendance and truancy related topics through webinars and in-person sessions. The first module will provide an overview of truancy and attendance related laws. There will be two opportunities to participate in the first webinar. Participants may register by clicking on the hyperlinked dates below. For more information, please contact [Kortne Edogun](#).

Module I: An Overview of Truancy and Attendance Related Laws Webinar

Friday, June 7

11:00 a.m.-12:00 p.m.

Tuesday, June 11

3:00 p.m.-4:00 p.m.

March 31 -April 11 DC CAS Testing Window Selected for 2014 Administration

A survey was provided to all DC LEAs requesting their feedback on two alternative test windows for DC CAS for 2014. The two choices were Option 1: March 31 – April 11 or Option 2: April 28 – May 9. The survey was available to respondents for one week, beginning April 24, 2013. Fifty people responded to the survey representing 40 LEAs. Of the 50 people that responded, four represented DCPS (central office), six were from Non-Public schools, and forty individuals represented the Public Charter Schools (PCS). It should be noted that some LEAs had more than one individual respond, but each LEA accounted for one vote.

Although survey results indicated 64% of LEAs preferred the later testing window and 36% of the LEAs preferred the earlier testing window, the students impacted among the 11 LEAs that selected the earlier test date represented 74% of the overall students tested. The remaining LEAs that participated in the survey included 26% of the tested student population. Respondents were asked to explain why their choice was best for their LEA. Almost 40% of the respondents that selected Option 1 said that they did not wish to overlap with other high school testing (AP testing is scheduled for the first week of May, 2014). The resounding response from those that chose Option 2 (75%) preferred the dates because the additional instructional time would be beneficial to students. Both options conflicted with spring break at one or more LEAs.

For more information, please visit the following link: <http://osse.dc.gov/service/assessment>.



Division of Elementary & Secondary Education (Continued)

PARCC Technology Guidelines for Online Assessments

The Partnership for Assessment of Readiness for College and Careers (PARCC) has released technology guidelines for the online assessments for the upcoming 2014 -2015 school year. Please click [here](#) to access PARCC’s latest technology recommendations and resources.

For questions related to the guidelines, please call the OSSE Help Desk at (202) 719-6500 and select option 3. OSSE will continue to provide guidance on preparing for PARCC assessments in upcoming editions of the LEA Look Forward.

Amended AMAO Targets for the District of Columbia

OSSE submitted a request to the U.S. Department of Education (ED) to amend the Title III portion of the State’s Consolidated State Application under section 9302 of the Elementary and Secondary Education Act of 1965, as amended (ESEA). Under Title III, states are required to use three Annual Measurable Achievement Objectives (AMAOs) to make annual determinations for all public and charter LEAs that receive Title III money. The OSSE proposed AMAO 1 targets did not meet the accountability requirements for SEAs under Title III.

Based on technical assistance from ED, the District of Columbia AMAO targets were revised to reflect an annual increase in all AMAO targets. The 2013 targets for AMAO 1 Progress and AMAO 2 Attainment will be based on the results of the spring 2013 administration of ACCESS for ELLs®. AMAO 3 (AMO) outcomes are determined by DC CAS results. For more information on 2013 AMOs, please visit <http://osse.dc.gov/accountability>.

Cohorts K-12:

LEP students in grades K-12

English Language Proficiency Targets	Percent or Number of LEP Students Making Progress in Acquiring English Language Proficiency	Percent or Number of LEP Students Attaining English Language Proficiency
2012-2013 School Year	61%	16%
2013-2014 School Year	62%	17%
2014-2015 School Year	20%	18%
2015-2016 School Year	64%	19%
2016-2017 School Year	65%	



Division of Post-Secondary and Career Education

Save the Date! Career Academy Fund Information Session for LEAs and High School Leadership Teams

The District's Career and Technical Education Task Force will be hosting an Information Session for LEAs and High School Leadership Teams on a forthcoming Career Academy Fund that will provide seed money to establish National Academy Foundation (NAF) Career Academies at DCPS and PCS high schools. At the Session, LEA and High School leaders will be able to learn more about the Career Academy Fund and Application Process, and about the National Academy Foundation, and their Career Academy Model.

Date: Monday, June 24

Time: 1:30 p.m. - 4:00p.m.

Location: Eastern High School 1700 East Capitol St, SE Washington, DC 20003

RSVP Required: Please email [Monica Freeman](mailto:Monica.Freeman@dc.gov) no later than Friday, June 21.

Division of Specialized Education

Special Education Data System (SEDS) Updates:

Child Outcome Summary (COS) Updates

The upcoming data checkpoint for COS exit data is July 12, 2013. Exit data must be provided to OSSE for all preschool special education students who have exited preschool special education turned six or have exited the District this school year. Exit data must be generated and reported within 60 days of the child's exit. For many students, that is the last day of school.

A Child Outcome Summary (COS) Process Guidance manual is now available for LEAs. This document provides in-depth information on the federal COS requirements, including the purpose of collecting COS data, the federal, state and local data reporting requirements, explanation of the outcomes measured, required procedures for data collection and submission and additional resources to support the collection process. The document can be accessed here <http://osse.dc.gov/service/training-and-technical-assistance>.

If you have questions regarding the COS data submission deadlines or the COS training materials, please email osse.cosfaq@dc.gov

Recorded SEDS Webinar Resource for LEAs

During the May SEDS Monthly Support Series webinar, held on Thursday, May 23, 2013 at 10:00 a.m., DSE reviewed a targeted technical assistance plan for School Year (SY) 2013-2014. This differentiated approach, piloted during SY 2012-2013, is designed to provide LEAs with more autonomy and flexibility as they become fluent in the SEDS system.

To view a recorded version of the webinar and obtain related documents, please visit the [SEDS Resource Site](#). For questions regarding this webinar, please contact [Rohini Thukral](#).



Division of Specialized Education (Continued)

SEDS User Survey

The [2013 SEDS user survey](#) will open on Friday, June 07, 2013! Thank you to everyone who completed the 2012 SEDS user survey. Similar to last year's survey, the goals for this year include tracking general comfort levels with SEDS, gauging the extent and nature of SEDS usage, and understanding user attitudes towards SEDS. The survey will only take 15 minutes to complete.

Please submit your responses only once, by 5PM on August 16, 2013. We greatly appreciate your response, as your feedback will be used to shape the development of SEDS, SEDS trainings, and any other SEDS resources to assist users. For questions regarding the survey, please contact Karmen Rouland (Karmen.Rouland@dc.gov)

OSSE Releases Proposed Special Education Part B Policies for Public Comment

The Office of the State Superintendent of Education (OSSE), Division of Specialized Education (DSE), released for public comment the following proposed state policies entitled: "Individualized Education Program (IEP) Implementation for Transfer Students Policy," "Specialized Transportation Policy," "Individualized Education Program (IEP) Amendment Policy," "Confidentiality of Student Information Policy," and the "Individuals with Disabilities Education Act (IDEA) Part B Grant Eligibility and Administration Hearing Process Policy."

The proposed policies will be posted for a 60-day public comment period that commenced Friday, May 3, 2013 and will close Tuesday, July 2, 2013. During the month of May, OSSE held two (2) public hearings on the proposed policies on May 21 and May 28, 2013. If you are interested in providing comments, please forward them to the attention of Dr. Amy Maisterra, Assistant Superintendent of Specialized Education, c/o Ms. Christie Weaver, Policy Analyst, at osse.publiccomment@dc.gov.

All comments received by 5:00 p.m. Tuesday, July 2, 2013 will be considered. To review the proposed policies, please select the following link: <http://osse.dc.gov/service/policies-and-regulations>.



Division of Specialized Education (Continued)

OSSE DSE Summer Institute- July 15-26, 2013

The Division of Specialized Education is pleased to announce that registration is open for its 2013 TTA Summer Institute, July 15-26, 2013. This Institute will focus on three “priority strands” that DSE will introduce via the institute and continue to emphasize through the 2013-2014 school year: Instructional Best Practice, Effective Behavior Support, and Secondary Transition Best Practice. The institute includes in-person sessions and webinars. OSSE DSE will also be releasing several practitioner toolkits to support work in these three priority areas.

Schedule of Events

July 15, 2013 - [Secondary Transition Institute](#)

8:30 a.m. - 3:30 p.m. – Hilton 1225 First Street, NE

July 16, 2013 - [Nonviolent Crisis Intervention Training*](#)

8:30 a.m. - 3:30 p.m. – 810 First Street, NE

July 17, 2013 - [Universal Design for Learning*](#)

9:00 a.m. - 12:00 p.m. - UDC– 801 North Capitol Street, NE

[Universal Design for Learning*](#)

1:00 p.m. - 4:00 p.m. - UDC– 801 North Capitol Street, NE

[Effective Behavior Support Basics Webinar*](#) 1:00 p.m. - 4:00 p.m.

July 18, 2013 - [Universal Design for Learning*](#)

9:00 a.m. - 12:00 p.m. - UDC–801 North Capitol Street, NE

[Universal Design for Learning*](#)

1:00 p.m. - 4:00 p.m. - UDC–801 North Capitol Street, NE

July 22, 2013 - [Effective Behavior Support Basics Webinar*](#) 9:00 a.m. – 12:00 p.m.

July 23, 2013 - [Special Education Quality Review \(SEQR\) Tool Webinar*](#) 10:00 a.m. - 11:30 a.m.

[Special Education Quality Review \(SEQR\) Tool Webinar*](#) 1:00 p.m.—2:30 p.m.

July 24 - 2013 - [Nonviolent Crisis Intervention Training*](#)

8:30 a.m. - 3:30 p.m. – 810 First Street, NE

July 25, 2013 - [Nonviolent Crisis Intervention Training*](#)

8:30 a.m. - 3:30 p.m. – 810 First Street, NE

** Session is offered multiple times.*



Division of Wellness & Nutrition

Let's Move Salad Bars to Schools Grants Available

Apply now to win \$2000 to set up a salad bar in your school. Let's Move Salad Bars to Schools is a comprehensive, grassroots public health effort to mobilize and engage stakeholders at the local, state, and national level to support salad bars in schools. The goal of Let's Move Salad Bars to Schools is to fund and award 6,000 salad bars by the end of 2013. Learn [more](#) about how to get support for bringing a salad bar to your school.

2013-2014 National School Lunch Program Applications Coming Soon!

It is that time of year to start preparing for School Year (SY) 2013-2014 with School Programs! You will be receiving the fillable National School Lunch Program application from your Program Specialist via email before June 14, 2013.

Child and Adult Care Food Program (CACFP) Electronic Payment Initiative

Facilities participating in the CACFP can now receive their monthly program reimbursement funds electronically by the Automated Clearinghouse Program (ACH) rather than a paper check. The ACH is secure, reliable, convenient, and much less expensive than paper check processing.

For more information, click [here](#) or contact [Blair Tucker-Gruchala](#).

The DC Anti-Tobacco Youth Coalition Seeks Members, Applications Due June 14

The *Teens Who Don't...DC Anti-Tobacco Youth Coalition* is excited to open our membership to our District's youth for the 2013-2014 school year. We are seeking talented and vibrant youth who are interested in fighting the tobacco issues in our city. [Applications](#) are due on Friday, June 14. If you have any questions please feel free to contact [Ms. Kevon Harris](#) or [Cheryl Eason](#).

OSSE School Garden Program: School Garden 101 Training, June 10

WNS will offer a School Garden 101 training on Monday, June 10 from 3:30-5:30 p.m. at the OSSE offices, 810 First Street, NE, 3rd floor. The training is geared towards school administrators, staff, teachers, and community members that are interested in starting, maintaining, and using a school garden to support nutrition-based lessons as a part of their curriculum. PLU credits are available. There are 30 spots available, so [sign-up](#) today!

If you have questions, please contact [Sam Ullery](#).



Office of Data Management

DC CAS Demographic Appeals, Verification Process

In an effort to increase efficiency and reduce the burden on LEAs, OSSE will be consolidating the (1) DC CAS demographic appeals, (2) the ELL monitored/SPED exited verification, and the (3) students with disabilities DC CAS nonparticipation reasons collection into one process. OSSE will issue guidance and forms pertaining to the process shortly. This process will take place in June and will conclude prior to the release of the DC CAS scores.

CTE (Career and Technical Education) Data Collection

The 2012-2013 CTE data collection will open on Monday, July 1 and will close on Wednesday, July 31. The reporting requirements for Career and Technical Education have changed significantly from previous years. Historically, reporting was required only for the Perkins Consolidated Annual Report (CAR) and the federal ED Facts initiative. This year, the District's Career and Technical Education Task Force is requiring the collection of information regarding the District-wide CTE programs. The requirements have changed to include all District LEAs that offer CTE programs of study, whether the LEA receives Perkins funding or not. The 2012-2013 school year is the baseline year for reporting. Additionally, information about CTE courses and students enrolled in those courses will be collected as well.

A webinar for Data Managers and CTE Managers will be held on **Thursday, June 27** by invite-only. **Invitations will be sent to LEA data managers listed in our database.** Additional details about the data collection, instruction booklets, and the webinar will be provided shortly.

Discipline Data Collection – Update

In an effort to reduce the burden on LEAs, OSSE is partnering with the PCSB for the discipline and truancy data collection required for federal reporting and SLED's early warning system. PCSB will be providing OSSE with the bulk of the data for charters; however, **OSSE will be reaching out to LEAs to collect data regarding incidents involving firearms**, as PCSB does not collect this information. For all other data elements, LEAs will only be requested to review and certify data. OSSE will release additional guidance about this collection in the coming weeks.

Staff Data Collection – June, July and August

The annual collection of staff data for federal reporting will take place during the months of June, July and August. The process has been modified slightly from prior years to include additional required elements, and will involve Pre-K through 12th grade LEAs and Early Childhood Providers who are funded via the UPSFF. The first stage of the data collection will begin on June 1 and end on July 15 and will focus on staff rosters, credentials, etc. The second stage of the data collection will run from August 1 through August 31 and focus on evaluation and retention. Specific guidance and templates will be sent out shortly to LEA Data Managers and HR Managers.



Office of Data Management (Continued)

Data Manager Contact Information Update

With multiple collections occurring between the months of April and June, OSSE wants to ensure that we have the most current contact information for LEA data managers and data collection points of contact. If you would like to update, modify, or add Data Manager/Data Collection POC information, or if you would like to verify the information OSSE currently has on file, please send your information to osse.odm@dc.gov.

Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

OSSE is conducting the Adjusted Cohort Graduation Rate (ACGR) verification process. In March, LEAs received the ACGR policy documentation, which includes a “DETAILED TIMELINE” and processes. The timeline includes important deadlines.

Responsibility	Process	Timeline
Phase I: Project Timeline	<ul style="list-style-type: none"> Submit project timeline to LEA(s) Contact LEA(s) 	March 15, 2013
Phase II: Username & Password Dissemination	<ul style="list-style-type: none"> LEAs receive username & passwords DCPS receives data file format 	March 27, 2013
Phase II: Verification Tool	<ul style="list-style-type: none"> LEA cohort verification begins LEA(s) submit documentation 	April 1, 2013 – May 20, 2013
Phase III: Cohort Assignment and Verification	<ul style="list-style-type: none"> Students are verified and assigned to their appropriate cohorts OSSE reviews documentation submitted by LEA(s) Preliminary ACGR conducted 	May 30, 2013 – July, 2013
Phase IV: Graduates Data submission	<ul style="list-style-type: none"> PCSB and DCPS submits official certified graduates 	June 8, 2013 – June 15, 2013
Phase VI: Graduates Data Submission II (Summer Graduates)	<ul style="list-style-type: none"> PCSB and DCPS submit official certified graduates (summer graduates) 	Aug 1, 2013- Aug 8, 2013
Phase VII: Data Analysis	<ul style="list-style-type: none"> OSSE conducts data analysis 	Aug 8, 2013-Sept 1, 2013

If you have questions regarding the Office of Data Management notices, please contact [Jessica Mellen Enos](#) at 202-535-2651.



Office of Grants Management and Compliance

LEA Enrollment Audit Training Sessions- Date Changes

The enrollment audit season is quickly approaching! The OSSE enrollment audit team will offer a training that informs LEA's on important information regarding enrollment audit procedures for the SY 2013-2014. For your convenience, we are offering the same training on two (2) dates. To RSVP for one of the training sessions, please e-mail osse.enrollmentaudit@dc.gov with your name, position and contact information.

If you have any questions or concerns, please contact [Sean Flora](#) or by phone at (202) 727-7224.

Session Number	Date / Time	Location
Training Session 1	Friday, August 23, 2013 9:00AM – 12:00PM	OSSE Offices 3 rd Floor Grand Hall 810 1 st Street NE Washington, DC 20002
Training Session 2	Thursday, September 5, 2013 9:00AM- 12:00PM	OSSE Offices 3 rd Floor Grand Hall 810 1 st Street NE Washington, DC 20002

FY 2013 Federal Grant Close Out

The following deadlines will be strictly enforced.

Deadline	Closeout Activity
Wednesday, July 31, 2013	Last day to submit amendment requests to allow for timely obligations of funds
Monday, September 30, 2013	Last day to obligate funds
Friday, November 15, 2013	Last day to submit reimbursement workbooks

If you have any questions or concerns, please send an email to osse.grantscompliance@dc.gov.